

1-4-1977

Meeting Minutes

WKU Council of Academic Deans

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MINUTES

COUNCIL OF ACADEMIC DEANS

JANUARY 4, 1977

Dr. Davis called the meeting to order at 9:00 a.m. in the Office of the Vice-President for Academic Affairs. Deans present included Davis, Jenkins, Greeley, Hourigan, Gray, Chelf, Brenner, Clark, Sutton, Mounce, Hardin, and Corts. President Downing was a guest at the meeting.

Dr. Davis introduced President Downing to comment on an item which had been distributed earlier to the Deans and on any other matters. The President discussed with the Deans his January 3 memorandum and invited further comments from the Deans in written form. Following this discussion, President Downing also commented on budget preparation and indicated that he had established a Budget Preparation Steering Committee composed of the three Vice-Presidents and Dr. Cook. Dr. Davis asked President Downing to comment on the part-time faculty situation. President Downing stressed especially his concern that no part-time faculty be assigned for more than six hours in any given semester. He also stressed the need for getting the entire part-time faculty payroll under control and reducing the need for part-time faculty through better planning and management.

The minutes of the December 21 meeting were approved as distributed.

Dr. Davis opened the floor for continuation of discussion concerning the student credit hours matter which the Deans had reviewed at their December 21 meeting. Dr. Davis indicated that the minutes contained seven specific points which had come out of the Deans discussion at the December 21 meeting. Dr. Mounce moved and Dr. Sutton seconded a motion to have the Vice-President set up a special combined committee of the Scholastic Regulation and Degree Requirements Committees of the Academic Council to consider these points and serve as a special task force. These items also would be passed on to the temporary expanded General Education Committee with request that they deal specifically with Item 2. The motion also requested that the Vice-President set up a timetable to request that a recommendation be submitted as soon as possible with hope that at least some of the policies could be implemented by the fall 1977 semester. The motion carried.

On Item II. B. of the agenda, Dr. Davis asked Dr. Corts to discuss the Program Cost Analysis. Dr. Corts indicated that it was an attempt to breakdown Item D. on the new program proposal format and is intended to be a format for departments to follow as they prepare new program proposals. It was agreed that this cost information should be used for administrative purposes and should not be included with the materials that are distributed throughout the committee structure as the program is being considered for curricular approval. The Deans agreed to immediate implementation of this form.

Dr. Davis asked Dr. Chelf to comment on Item II. C. After discussion and a motion by Dr. Mounce seconded by Dr. Jenkins, the Deans gave approval to this proposal for extra service pay for adjunct instructors who must drive to campus to teach courses. This proposal will go as a recommendation to President Downing and will require approval of the Board of Regents.

Item II. D. was introduced by Dr. Davis who briefly reviewed the materials which had been distributed. Dr. Davis called special attention to the fact that it will be a compulsory procedure to have a person being evaluated see and sign all parts of the evaluation form. The Deans unanimously agreed to delete page 3 from this form and to use only the first two pages. The third page which deals with salary recommendations and tenure will be handled on a separate timetable. This will not require any further approval and can be implemented according to the existing procedural regulations.

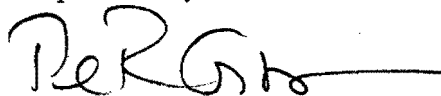
Dr. Jenkins asked if faculty who request a photocopy of their evaluation forms could receive a copy. After considerable discussion, Dr. Davis indicated that he would review this matter with several other University officials and communicate to the Deans the results of his findings.

On Item II. E. of the agenda, Dr. Davis discussed various budget-related items which had been distributed with the agenda. The Deans in their discussion voiced pleasure with the appointment of a Budget Preparation Steering Committee with Academic Affairs representation.

Dr. Gray indicated to the Deans that it now appears likely that the Council on Public Higher Education will require a review by a Council determined format of all graduate programs sometime during the spring semester. As additional information becomes available, Dr. Gray will communicate this to the Deans.

The meeting adjourned at 12:03 p.m.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Pe R Corts', with a long horizontal flourish extending to the right.

Paul R. Corts